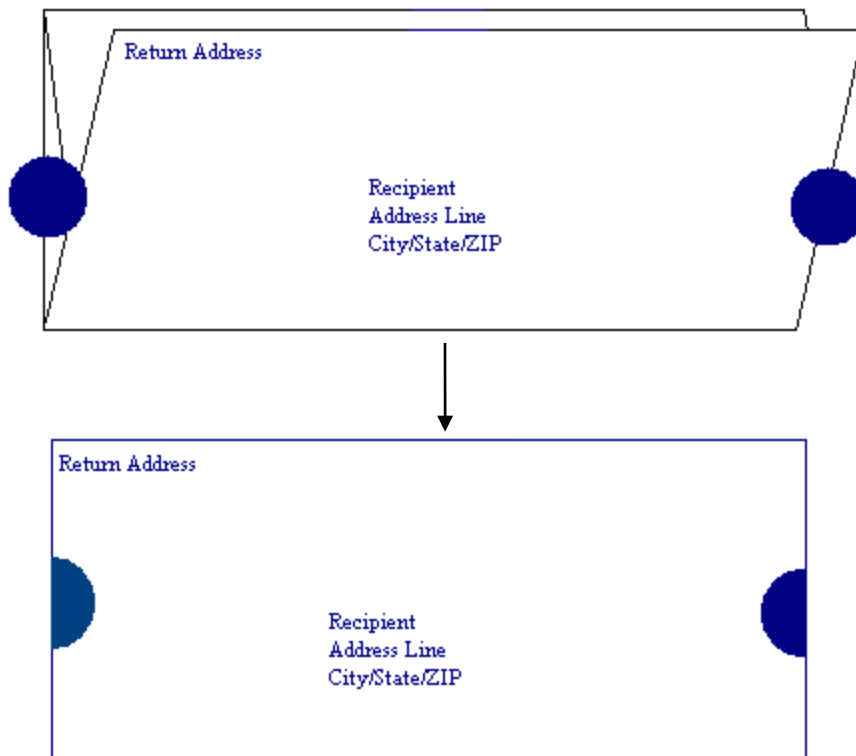


TABBING GUIDELINES



General Rule: Standard tabbed mailings require [one tab at the middle of the left edge of the piece](#) and [one tab on the right leading edge \(as it enters the OCR\)](#). An illustration is shown above. Note that the paper is folded so the bottom edge is closed, ensuring that the piece will not snag during sorting.

Tabs must not interfere with recognition of the barcode, rate marking, postage identification, or required address information.

If using tabs along the top edge, tabs must be more than [one inch](#) from the corners of the mailing.

In all cases additional tabs or seals may be used as long as they conform to the rules listed here.

The USPS requires that a single sheet of paper, folded, and going through the machine, be a minimum of 28 pound paper, a little less (24 pound) if more than one sheet. The fold is to be along the long edge, top or bottom, with one tab in the middle of this folded edge. These are the required minimums. However, these are the bare minimums, and damage rate is still problematic.

CMS recommends 30 pound paper be used.